



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE FLIGHT TEST CENTER (AFMC)  
EDWARDS AIR FORCE BASE, CALIFORNIA

22 APR 2004

MEMORANDUM FOR DISTRIBUTION A, B, C, D

FROM: AFFTC/PK/FM

SUBJECT: End of Year Financial/Contract Planning

1. All unit commanders/staff agency chiefs and resource advisors—it's time to finalize your unit's end of year financial and contracting plans. A well-planned approach towards obligating expiring funds, planning for potential FY04 fall-out funding as well as the start-up of FY05 contract services will determine your unit's financial success through FY04 and into FY05. This memorandum alerts you to key dates for contracting and accounting actions that you need to incorporate into your unit's planning efforts.
2. Your advance planning and early communication with PK will enable our contracting staff to meet your remaining FY04 and FY05 start-up contract requirements. Attached are the dates by which the Directorate of Contracting must receive a complete, accurate purchase request package in order to place your requirements on contract prior to Oct 2004. It's essential to discuss your requirements with Contracting as soon as they are known, whether or not they are funded. If you don't know your contracting officer or buyer, please use the following points of contact: For AFFTC Command & Staff or 412<sup>th</sup> TW requirements—Ms Penny Barnhill/7-0047; for ABW and IT requirements—Ms. Cathi Cleveland/7-9383; for AFRL requirements—Ms. Karen Zang/7-3531.
3. Your Comptroller team also stands ready to assist with end of year actions. To prepare for a successful end of year, AFFTC/FMA will conduct an organization closeout by 30 Jul 04 for all appropriations. FMA will assume responsibility for reallocating funds effective 1 Aug 04 based on Unfunded Requirement prioritized lists submitted from each Mission Area. Baseline transfers will be processed to support requirements on the lists. The lower half of attachment 1 outlines key resource advisor responsibilities and milestones. If you have any questions regarding these milestones, please contact Frankii Larsen/7-7229.
4. We are committed to making the FY04 close-out and the FY05 start-up smooth and efficient, making the maximum use of our scarce financial and personnel resources. Please enable us to effectively help you by reviewing your budgets, planning ahead, communicating with us, and complying with the deadlines and milestones in attachment 1.

CHUCK SNAVELY, Colonel, USAF  
Director of Contracting

ANNE E. TEDRICK, NH-IV  
Comptroller

**2004 YEAR-END MILESTONES – PURCHASE REQUEST SUBMISSION DATES**

<b>Purchase Request Submission Deadlines</b> (see notes)	<b>DATE</b>
FY04 or 1QFY05 Requirements More Than \$100,000	<b>1 Jun 04</b>
FY05 Option Exercises (For service on or after 1 Oct 05)	<b>2 Jul 04</b>
FY04 or 1QFY05 Requirements Less Than \$100,000	<b>30 Jul 04</b>
Notes: 1. Deadlines apply to both funded and unfunded requirements. If funding is currently not available <b>and</b> the requirement is included on AFFTC's prioritized Unfunded Requirements (UR) list, the purchase request (PR) will be accepted/worked as a Planning PR. 2. PRs (AF Forms 9 or 36) must include a purchase description/ statement of work deemed adequate by a Contracting Officer along with any necessary supporting documentation—talk to your contracting officer for details. 3. PRs received after deadlines will be worked in the order received --THEIR AWARD BY 30 SEP IS IN JEOPARDY	
Last Day for FY04 GPC Purchases	<b>24 Sep 04</b>
XX	
<b>Resource Advisor Year-End Responsibilities</b>	
Updates to RC/CC Directory for FY04 to FMAO	<b>18 Jun 04</b>
Validate Civilian Pay RC/CCs	<b>2 Jul 04</b>
All funding documents in ABSS need to be at FMA level (includes RBA documents)	<b>16 Jul 04</b>
Mini-Closeout	<b>30 Jul 04</b>
Request ORGS for new RC/CCs	<b>6 Aug 04</b>
Validate and delete unused PFMRS	<b>31 Aug 04</b>
CRA Estimates (10 day, 30 day, 60 day, & 90 day Requirements	<b>31 Aug 04</b>
Completed Tri-Annual Review of ODL to FSO	<b>3 Sep 04</b>
Contact off base contract offices for contract documents	<b>7 Sep 04</b>
Close all AF Form 616s including travel	<b>17 Sep 04</b>
Revoke all Blanket Orders	<b>17 Sep 04</b>
Close all AF Form 4009s for Gov't Purchase Card	<b>24 Sep 04</b>